

TASKS	ASSIGNMENT MUST BE DONE	
FINAL REPORT - FINAL TOUCH-UP		
DESIGN GUIDELINES - FINAL TOUCH-UP		
ZONING - FINALIZE ARTICLE		
ZONING - WRITE ARTICLE SUMMARY		
ZONING - PUBLIC HEARING (PL. BOARD)		
ACTON TV - RUN ANNOUNCEMENT		
PREP ACTON TV INFO PIECE FOR FEB 1		
ACTON TV - RUN INFO PIECE		
PREPARE FORUM PRESENTATION		
PREPARE TM PRESENTATION		
VIDEO		
FORUM POSTCARD- MAIL TO ALL RESIDENTS		
MAIL FORUM LETTER TO NEIGHBORS		
PREPARE TM POSTCARD TO ALL RESIDENTS		
MAIL TM POSTCARD TO ALL RESIDENTS		
TRIPOD FOR TOWN HALL/LIBRARY - PRE-FORUM		
TRIPOD FOR TOWN HALL/LIBRARY - PRE-TM		
BRING TRIPOD TO TM		
OUTREACH - BRING BANNERS TO FIRE DEPT		
OUTREACH - BOARD OF SELECTMEN		
OUTREACH - FINCOM		
OUTREACH - EDC		
OUTREACH - PLANNING BOARD		
OUTREACH - OTHER HOUSING		
OUTREACH -PTOS		
OUTREACH - TABLE SCHOOL EVENTS		
OUTREACH- ROTARY		

OUTREACH- CHAMBER OF COMMERCE		
OUTREACH - LWV EVENT		
OUTREACH - NEIGHBORHOOD		
OUTREACH - FLYERS/POSTERS FOR KC BUSINESS POSTINGS		
OUTREACH - INDIVIDUAL KC BUSINESSES/PROP. OWNERS		
OUTREACH - INDIVIDUALS (JSG, LEGISLATOR, OTHERS)		
OUTREACH - TOWN DEPARTMENT		
OUTREACH - WRITE ARTICLE FOR ACTON FORUM		
OUTREACH - TWITTER/FACEBOOK/CONSTANT CONTACT		

NICE TO DO IF POSSIBLE	1/4-1/8	1/11-1/15	1/18-1/22
	X	X	
	X	X	
	X	X	X
		X	X
	X	X	X
X			
		X	
	X		
			X
	X		
			X
		X	
			X
		X	X


1/25-1/29	2/1-2/3	FORUM	2/8-2/12	PUBLIC HEARING
	X			
X	X			
			X	
			X	
			X	
X	X			
X				
X				
X				

	x			

[illegible]

[illegible]



[illegible]

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